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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

22 August 1956

1. Mr. Saunders spoke on the subject of the budget and personnel ceilings for 1958 and outlined the over-all reductions expected. He listed personnel ceiling figures for each of the components of the DD/S. It was indicated that each of the DD/S components will determine where any internal reductions will be made. However, such reductions should be made at headquarters (departmental).

Mr. Saunders also announced that military and civilian ceilings are now combined.

25X1A9A [] commented on some of the problems existent in the DD/P in connection with ceilings. He indicated that the Clandestine Services are proposing the use of contract personnel in staff jobs, especially on projects, in order to man such projects.

There was a discussion of the probable effect of combining military and civilian ceilings. It was pointed out that this probably would squeeze the military down in number as most components would tend to use civilians.

2. Mr. Lloyd commented on the status of the new building. He indicated that the Director desires to "live within" the presently planned \$46 million structure. The Director desires to eventually reduce the number of personnel in order to fit into the new building. Some offices will have to be left out of the new building initially until personnel reductions make space available for all units. For this reason, allocation of office space must be kept fluid and provision made for later changes.

25X1A9A [] suggested the use of [] for some present and future printing requirements. He indicated that there are facilities available there which might be utilized more fully and without a proportionate increase in cost.

3. Mr. Lloyd announced that the Deputies' Meetings will be held only on Wednesdays for the present. This might necessitate a change in the time for the DD/S Staff Meetings.

4. Mr. Lloyd stated that General Cabell is interested in streamlining the flow of paperwork in the Office of the Director. In the future he desires to receive a copy of any paper made for the signature of the Director involving policy decisions or going outside the Agency. In the event the DCI makes any changes in such papers a copy of the rewritten communication should be routed to the DDCI. General Cabell desires to put this procedure into effect immediately on a dry-run basis and the cooperation of all offices is requested.

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5. Mr. Lloyd stated that all material forwarded to the President's Board of Consultants should be routed through the Inspector General with a copy for his files. In this way, the Inspector General will maintain a complete file on all the business of the Board. The Board is concerned about the size of their files and only wants to receive one original of all papers.

Col. Edwards reminded the group that Mr. David K. E. Bruce has been added to the Board to replace Mr. Joseph P. Kennedy.

Mr. Lloyd indicated that Mr. Bruce might need some briefings and, if so, he will call upon the various offices for same.

6. Mr. Lloyd announced that the reply to the Inspector General's report on the office of the DD/S has been released by Colonel White and that copies are on the way to offices involved.

25X1A9A 7. [] commented on the problems being faced in trying to fit fixed equipment for the reduced organization into the new building.

25X1A9A 8. Mr. Baird asked whether requests for on-the-job training should go through the DD/S Training Officer. [] stated that such requests are now coming through him under present instructions and should continue to do so.

25X1A9A 9. Col. Edwards raised the question of people returning from projects to which they had been assigned by their parent office and whether their ceiling would return with them. [] said a memo is on the way to each office regarding this.

25X1A9A 10. [] introduced [] who is to replace Mr. [] as the DD/P Management Staff representative. [] is being shifted to work with the DD/S components.

25X1A9A 11. The meeting was adjourned at 1155.

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